

Contract Classes or Programs

Policy and Procedures

12/17/2013

Farmington City Parks & Recreation



Office Use Only

Class Name: _____

Instructor: _____

Registration Dates: _____

Participant Fees: Res-_____ / Non-Res-_____

Dates: _____

Times: _____

Location: _____

Minimum Number of Participants: _____

Maximum Number of Participants: _____

Date Received: _____

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I. What is a Contract Class

A contract class is when Farmington City Contracts with an instructor to teach a specific class.

II. Purpose of the policy and procedures

The purpose of this policy and procedures manual is to communicate clearly as to how Farmington City sets up and schedules contract classes to all those who are interested in teaching a contract class. This Manual is intended to encourage opportunities for the community to offer classes in the Community Art Center (120 S. Main Street).

III. Class Options

We have two different options regarding setting up a class.

- Option 1-
You can apply to teach a class through the City. (the full process is explained below).
- Option 2-
You can reserve out the Community Art Center just like any other private reservation and hold the class on your own. The City does not advertise or take registration for these classes.
- Option 3-
Farmington City Parks & Rec. approaches you or your company to teach a class. (Startup fees are then waived)

IV. How to set up a Class or Program with Farmington City

A. Propose a class

- The instructor will need to submit a contract application in the application we will need the following information:
 - Class Idea
 - Class Dates
 - Program Length (one class, five weeks)
 - Day of the week
 - Length of class (60 minutes)
 - Dates (June-4-14)
 - Cost
 - Class Ages (youngest- oldest)
 - Class Mission Statement

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- Skill List (what skills they will learn by attending the class)
 - Minimum number in class
 - Maximum Number in class
 - Type of space you would need for your class
- The recreation coordinator will then review the application
- The Parks & Rec. Department will decide if this is a class that Farmington City is interested in offering to the community
- The recreation coordinator will then contact the instructor and let them know the outcome

B. Fees

- **Class Fees:** This fee is the fee that the student will pay. It should include how much you as the instructor would charge and the City fee.
- **Resident /Non-Resident:** In Farmington City our City Council has passed an ordinance that all Non-Residents will pay a Non-Resident Fee. This fee is kept by the City and is charged to anyone who does not live in Farmington City boundaries.
- **Start Up Fee:** This is a onetime \$50 fee that covers the cost of starting up a new class.
- **Session Fee:** If you would like to continue the same class there is a \$15 fee to cover the cost of re-setting up the class and registration.
- **Room Fee:**
 - Class Room A
 - 5 hours: \$5.00 per student
 - 10 hours: \$10.00 per student
 - 20 hours: \$15.00 per student
 - 30 hours: \$20.00 per student
 - Class Room B
 - 5 hours: \$5.00 per student
 - 10 hours: \$10.00 per student
 - 20 hours: \$15.00 per student
 - 30 hours: \$20.00 per student
 - Multi-Purpose Room
 - 5 hours: \$7.00 per student
 - 10 hours: \$14.00 per student
 - 20 hours: \$21.00 per student
 - 30 hours: \$28.00 per student
 - Main Hall
 - 5 hours: \$10.00 per student
 - 10 hours: \$20.00 per student
 - 20 hours: \$30.00 per student

- 30 hours: \$40.00 per student

V. Instructor Responsibilities

The following is a list of some of the responsibilities. Responsibilities may change at any time deemed necessary. The instructor will be contacted of any changes made.

A. Building

- **Keys:** The instructor will be issued a key which they must keep in their possession. The following guidelines should be adhered to regarding use:
 - a) If the building is not scheduled for your class you must first contact Parks & Rec. prior to entering the building. Please be aware that there are several events both City related and private rentals which take place in the building on any given week. Therefore we need to be respectful of others time in the building.
 - b) The instructor must be present at all times.
- **Cleaning:** Clean up following the below list:
 - Empty Garbage's
 - Check bathrooms
 - If kitchens were used at all they must also be checked
 - Sweeping and/or mopping as necessary
 - All possessions must be put away or taken home
 - All chairs and tables put away, leaving the building as clean (or cleaner) than when you arrived
- **Closing the Building:** Upon leaving the building please check the below list:
 - All Lights must be off
 - All doors locked, you must check ALL doors, including but not limited to:
 - Front doors
 - The east and west doors by the bathrooms
 - The east and west doors by the stage
 - All basement doors (regardless of whether you used the basement)
 - All of the inside doors must be closed and locked
 - Make sure all light in flyer marked "Outside Lights" is down

B. Class

- The instructor is responsible to be at every class
- Take roll

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- Please be aware if you have a student not showing up for class and contact the student after the first missed class.
- Please contact the Parks & Rec. office if you have a student not showing up for class for payment purposes.
- Turn in the roll at the end of class

C. Marketing

Please provide us with the best way to explain your class so that when we have potential students call we can explain the class and get them excited about registering for the class.

As an instructor you are encouraged to advertise on you own in addition to our advertising listed below are some other ways you can advertise your class

- Press Release
- Social Media (Facebook, Instagram, Twitter)
- Fliers
- Hang Posters

D. Payment

As a contract employee you are responsible once the class has ended to submit an invoice so that Farmington City can pay you. Please include in the invoice Name, Address, Date of class, Number of students in class, price per student, total amount to be paid and your signature.

To submit an invoice you can email it to me at sclark@farmington.utah.gov or at the Parks and Rec. office at 720 W. 100 N. Once you have submitted an invoice it takes about 3-5 weeks to receive the check. The check will come to you in the mail at the address you have given on the invoice.

VI. City Responsibilities

A. Registration

All registration will be done through the office in our Rec Trac program. No registration is allowed at the time of a class unless arranged in advance. No Contract Instructor may accept monies at any time no exception. No registrations will be taken over the phone.

- **In-office:** To register at the Parks & Rec. Office at 720 W. 100 N. Farmington, UT 84025
- **Online:** Participants can register online at www.farmington.utah.gov

B. General Marketing

Farmington City Parks & Rec. will take care of set amount of marketing for each class. Any additional marketing will need to be done by the instructor. Additional marketing is recommended by the instructor.

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- The following list is how Farmington City will market for each class
 - **Website:** Posting on city website with audition and show run details
 - **Email List:** We will send out registration reminders to our list of over 1,000 emails
 - **Facebook:** Postings pertaining to the class including but not limited to regular reminders of the upcoming class registration, end of registration, Class starts.
 - **Text Club:** Messages for registration
 - **City Newsletter:** Inclusion in the City Newsletter for the 2 to 3 months (this depends greatly on when we set up the class) leading up to the class registration
 - **School Fliers:** Inclusion of Registration and Class information in the school fliers (which cover all Park & Rec Programs)

C. Rosters

After registration is complete a recreation coordinator will email you a roster of your participants that have registered for the class. This is the list that you will go off of when taking attendance. If you have a participant attending class that is not registered on the official roster you will not be paid by the city for that participant.

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VII. Application

Instructor Name: _____ Phone Number: _____

Email: _____

Class Name: _____

Class Idea: _____

Mission Statement: _____

Skills Taught: _____

Type of Space Needed for the Class: _____

Proposed Dates of Class (please include all dates): _____

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Proposed Times of Class: _____

Participant Ages: _____

Minimum Number of Participants: _____

Maximum Number of Participants: _____

Class Fees: Resident: _____ **Non-Resident:** _____

Additional Information: _____

Special Notes: _____

VIII. City Portion

- ☐ Approved
- ☐ Denied

Reason: _____

Instructors Options: _____

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